

FINANCE & UTILITY COMMITTEE MEETING
Wednesday, March 11, 2020, 6:00 PM

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member John Dayton (arrived at 6:05pm), Council Member Tom Smith, Committee Member Carroll Jones, City Administrator David Dunn, Public Works Director John Gerstner, Chief of Police Milt Frech, City Clerk Carrie Myers, and Accountant Rikki Bruchey.

B Street Water Line Replacement & A Street Sewer Main – Engineering Design & Project Contracting – Mr. Gerstner requested adding funding to the water allocation from bond money to complete these projects. Mr. Smith stated he'd be in favor of that, but was nervous about the amount of money needed for 811 West Potomac Street, and he doesn't want to overextend the bond money.

\$6.6 Million Bond Allocation – The consensus is to send a budget amendment to Council for allocation in the following manner: \$2.5 million – water, \$2.5 – general, \$1.6 million – sewer.

FY 2021 Governor's Capital Budget Potential Funding – Mr. Dunn updated the committee on the likelihood of receiving this funding.

Code Enforcement Payment Plans – Mr. Dunn stated that with more enforcement, comes higher fines. The Planning Department thought a payment plan would aide in more violations being paid. The consensus is to send this to Council for approval.

Utility Billing Payment Plans – Mr. Dunn stated it was necessary to include language regarding the Mayor's authority to deviate from the typical terms of the payment plan in cases of hardship. The consensus is to send this to Council for approval.

Rural MD Community Circulator Bus Service – Mr. Dunn discussed this item. Frederick County was requesting funding from municipalities to help support this bus service. Mr. Smith and Mr. Snoots stated they were not in favor of offering monetary support at this time. The consensus was not to recommend this to the Council for additional support.

POS Grant Project – Ms. Myers and Mr. Dunn discussed this grant opportunity. They stated they would like to seek funding for the final phase of improvements at the dog park area, which would include a ADA-accessible ramp, improvements to the ball field, and picnic tables and bleachers. The consensus of the committee was to proceed with the application.

Grant Coordinator Position – Mr. Dunn and Ms. Myers discussed the need for a full-time Grants Coordinator position due to increased grant activity and the desire to apply for even more grants that current staff does not have time to seek or manage. The consensus is to recommend approval to the Council.

The Committee also discussed reverting funding for the Safe Routes to School grant back to the grantor, due to increased costs, excessive staff and engineering time and costs, and arduous grant guidelines. The consensus is to recommend to the Council that this grant be returned.

FY2021 Constant Yield – The current tax rate is at \$0.41. Constant Yield is set at \$0.39 for FY2021. The consensus is to recommend not lowering to Constant Yield to the Council.

Impact Fee Proposal – Mr. Dunn stated he obtained an estimate to update the City's impact fees. The estimate was at \$31,000 for a new study. He stated the City currently only receives \$5-6,000 per year for impact fees. The consensus of the committee is not to seek a new study.

FY2020 Finance Reports – The Committee discussed current property tax revenue and highlighted other items of interest.